Arthur Ross Gallery

Amanda Reid

I’m a junior studying English and Cinema Studies. I took an internship offered with the Arthur Ross Gallery because I wanted to gain experience in working in an art gallery. Working with the people at the Arthur Ross Gallery was in itself fulfilling, different and enlightening compared to previous internships I had. The application process and the interview itself was relatively easy. Valuable skills you need for the Arthur Ross internship are critical thinking skills, interpersonal skills, and research skills. Of all these, I was able to improve upon my research skills most of all because I had to sift through information for the creation of docent packets. In the future, I’m hoping that this internship contributes to some valuable opportunities in the art industry.

Cinema Studies

Chae Park (chaepark@sas.upenn.edu)

I am currently a junior majoring in Cinema and Media Studies with a minor in Spanish. The application process helped me practice writing a resume. For the internship I did, in Penn’s Cinema and Media Studies Department, I think it is important to show your interest in film and media. Although I did not have work experience directly related to cinema, I had been a major in the studies and had some experience working at an art gallery. The internship has influenced me in my career decision to go further in an academic career and apply to graduate schools in film studies.

Michael Prendergast (mipr@sas.upenn.edu)

I am a junior from Philadelphia majoring in English and Cinema Studies. Over the summer, I interned in the Cinema Studies department, where I worked alongside professors and department members and assisted them with projects, class preparation, and general office tasks. For this internship, it helped to have a background in editing software, as I was tasked with digitizing film clips for use in classes and presentations. The office is equipped with a myriad of software intended for video editing, DVD ripping and burning, and audio editing, all of which came in handy over the course of the summer. The Cinema Studies internship was a very fulfilling experience as I was able to develop professional relationships with teachers and faculty members while doing work that made their preparation processes run smoother and more efficiently.

Historic Germantown

Rive Cadwallader (rcad@sas.upenn.edu)

Historic Germantown (H.G.) is a small nonprofit that works to preserve and promote the history of north-west Philadelphia. As a native of Germantown, I saw this internship as an opportunity to learn more about the region where I grew up, while contributing to the cultural vitality of the neighborhood. Additionally, I hoped to do some independent research relating to my Health and Societies concentration in the History of Medicine (H.G. has a fantastic library archive with material dating back to the 17th century). I was able to carry out a research project, but also was exposed to many other aspects of nonprofit work including fundraising, programs planning and membership communications. If you would like to contact me directly about this internship opportunity, feel free to email me!

Institute of Contemporary Art

Hannah Fagin (hfagin@sas.upenn.edu)

I am a senior majoring in History and minoring in Art History and French. This past summer I interned in the Programming Department at the Institute of Contemporary Art. My main responsibilities at ICA were working on a long-term research project on the word “Institute” in ICA’s name and studying the history of contemporary art institutions. I also helped plan programmatic events like ICA’s Free for All. The application process is straightforward and includes an interview. I think ICA is an environment that encourages interns to ask questions and actively participate in discussions. Strong research and communication skills are also essential, since I had the
opportunity to correspond and sit in on meetings with artists. ICA's exhibits and programs challenge you to consider issues like race, gender, class, and sexuality, and how these categories intersect with contemporary art. After interning at ICA, I am confident in my aspiration to become a museum curator. I now think I want to work specifically in the world of contemporary art.

Alicia Lu (alicialu@sas.upenn.edu)
I am a junior in the College studying Economics, Art History, and French. When I was younger, I was the child that was sent to many different art and piano classes by my mother. My father dragged me to many different museums. The combination of the two catered to an artistic upbringing that I carried into my college life and then into my career path. I'm interested in the intersection between business and museums, particularly in the field of Development and the sustainability of the modern museum. I realized my passion for both Economics and Art History at the end of freshman year and its applications to my desired career path, and decided to major in both. I decided to apply to SHIP Internships at the PMA, the ICA, and the Arthur Ross Gallery because I thought they aligned with my interests the most. Happily, I accepted the ICA in the end.

The most important skills I learned through my summer at the ICA were the decorum of a workplace, patience and opportunity. I first had to prove that I could accomplish smaller tasks before gradually building up to more responsibility. This mirrored the experience any professional full-time position in nearly any field would give. I also particularly loved that the ICA provided the unique context to gain insight toward the overall process of a museum because it is smaller and gives me the opportunity to connect with nearly its entire staff. This allowed me to learn about the true experience of working in a museum, reinforce my interest in this career path, and gave me the opportunity to continue to work there during the school year. I'm extremely happy I did this internship and would highly recommend it to anyone interested in the museum field.

Tiffany Wang (tiffwang@sas.upenn.edu)
I am a junior studying Fine Arts and Psychology, and I interned in the Public Engagement department of the Institute of Contemporary Art (ICA). The application process was straightforward and the opportunity to interview at ICA's offices gave me a good idea of what working at the museum would be like. Interns at the ICA should have an interest in art, museums, and non-profit organizations, and should be ready to contribute to the dynamic, fun spirit of museum in unexpected ways. Interning at the ICA through the SHIP program has given me invaluable insight into the inner workings of a major contemporary art museum, as well as an exciting and varied work experience that has helped me to discover my strengths and interests. The program has also made me more aware of the many lively community of arts-related organizations, spaces, and opportunities in Philadelphia.

Kelly Writer's House

Michaela Kotziers (mkotz@sas.upenn.edu)
I am a senior majoring in English literature with concentrations in creative writing and medieval studies and a certificate in German language. My work experience includes being a program assistant at the Kelly Writers House and a mentor at Lea Elementary School in West Philadelphia.

Thoughts on the application process: Attending the information session is an important first step that goes along with listening and reading for what each organization is looking for. Some intern job descriptions will be pretty specific about expectations and tasks for interns, but others won’t be. Especially in case of the latter, read up on an organization’s goals and values and think about what kind of role you could create for yourself there—what you could offer to their space. It’s impressive if an applicant has been mindful about how they can contribute but also learn over the summer. For me, that meant thinking about my past interactions with the Writers House and what those interactions said about the purpose of Writers House in its community. Then I thought about what I didn’t know yet about Writers House and how it functions, and how learning more over the summer might help me to understand my own professional goals.

Skills important for an intern at KWH: The Kelly Writers House is not a work environment where employees interact only on a professional basis. It is a house, and there is a lot of sharing—of space, of opinions, and of projects. It is important to have a collaborative mindset, and to remember that your own ideas are a part of what should be shared! At first, it might feel strange that every work task is not an assigned one, that one of
your tasks is to think up your own assignments. This takes a lot of creative energy, but it’s also a great opportunity to be in an environment that pushes you towards that kind of independent and collaborative thinking.

**How the program has or will impact my future:** Interning over the summer helped to make Writers House a second home for me on campus, and I was lucky to get hired for the school year too. As an employee since then, I’ve been able to continue working on Speakeasy open-mic nights (a monthly KWH event) after planning for it this past summer. I’ve learned a lot about how spaces that could so easily be made insular (a literary arts house on campus, for example) can and should remain open and involved in their communities. My professional goals have been reorienting to always think locally, and working in a non-profit arts space has definitely shaped that thinking.

Kerry Schellenberger
I am currently a junior in the college studying PPE (Philosophy, Politics, and Economics) and GSWS (Gender, Sexuality, and Women’s Studies). Through SHIP I was able to work at the Kelly Writer’s House as a Development Intern; it was a really positive place to work and I learned a lot about the systems Penn has regarding donor information, donor recruitment, and expense tracking. Regarding the application process, I’d recommend applying for a position where you can talk passionately about the field/area or the organization you’d be working with. This program helped me learn skills and allows me to record those learned experiences under the Former Employment section of my resume which has helped me in pursuing longer-term positions.

Amy Stidham (astidham@sas.upenn.edu)
I am a Junior English Major concentrating in 20th and 21st Century Literature with a potential Classics Minor. This summer, I interned at the Kelly Writers House as an Editorial Assistant through SHIP. While my main focus was copyediting for Jacket2, an online magazine of contemporary criticism about poetry, I also did image work for the website and had general responsibilities around the house. My biggest piece of advice would be flexibility, on both your application and throughout the internship. While I had never used Drupal, the interface for Jacket2, before, my inexperience was not really a problem because I was more than willing to learn. I was also never afraid to jump in and do the dishes. Flexibility is key. After my internship this summer, I was offered a work-study job at the Writers House continuing my Jacket2 responsibilities and I even recently published a series of mini-reviews in the commentaries section of the magazine.

Kislak Center for Special Collections, Rare Books and Manuscripts
Greg Olberding (golb@sas.upenn.edu)
I am a College senior from Cincinnati, Ohio studying history with a minor in journalistic writing. I found the SHIP application process to be quite relaxed, especially since the internship at the Kislak Center aligned nicely with my interests and experiences. The Kislak Center internship does not have many technical prerequisites. Patience, care, and an ability to work with people are enough. However, it certainly helps to have an interest in very old primary materials--the collections of the Rare Books and Manuscript Library are astounding, and I am constantly interacting with materials that interest me personally. I believe that this internship will prove valuable should I decide to enter academia for history or another similar field, but regardless, I found the Kislak Center internship to be valuable enough that I am continuing the same work now, during the semester. In addition, the generous stipend and flexible hours allowed me to take on another unpaid internship that has been quite informative in deciding what my next step will be after Penn.

Eleanor St. John Sutton (eleanos@sas.upenn.edu)
I am a junior in the College studying English and Spanish. The CURF application was simple and not intimidating. Applicants for the Kislak Center internship should just be enthusiastic and genuinely interested in different research projects and assignments. They should be versatile and organized, and willing to work both independently and interdependently. They should have good people skills, because often interns help Kislak Center patrons with their research on an individual basis.

Interning at the Kislak Center taught me the skills necessary to work in an office environment. I learned how to be adaptable to different jobs within the office. I learned how to do in-depth research; this will be helpful to
me, as I am looking into careers in academia. It also taught me a lot about the library system, and the sources that Penn has available for student use. I am now very familiar with the collections, and feel confident in my ability to use them for future independent projects.

**Lorraine Beitler Collection**

*Kyra Schulman (kyras@sas.upenn.edu)*

I am a junior in the College of Arts and Sciences double majoring in history and French studies with a minor in music. I spent the summer of 2016 working as a Lorraine Beitler Collection intern doing research on the Dreyfus Affair. I used the materials in the collection to show how xenophobic rhetoric and images used during the Dreyfus Affair have periodically resurfaced in France beginning with the anti-dreyfusards during the Dreyfus Affair, and continuing with the Vichy government during World War II, and the Front National party today. For the application process, I had a specific program in mind, the Lorraine Beitler Collection, that I wanted to do based on my interests and area of study. I explained how the research I had been doing and the classes I was taking made me a good candidate. Working as an intern for the Lorraine Beitler Collection, it was helpful for me to know French. The materials in the collection are almost exclusively in French. Additionally, a knowledge of the Dreyfus Affair, and more generally, of France in the 19th and 20th centuries would be helpful. Ultimately, the internship allowed me to engage with materials from the Dreyfus Affair and gain research experience in a subject that I hope to further pursue. My exposure to these materials inspired me pursue a history honors thesis with a focus on anti-Semitism in France and apply for senior fellowships in France or England following my graduation.

**National Museum of American Jewish History**

*Faran Savitz (savitzf@sas.upenn.edu)*

I’m a sophomore from Greenwich, CT studying Philosophy, Politics, and Economics. In applying to an internship, try to apply to one or more places that you may not think you’re interested in. A job can surprise you and working somewhere that deviates from your main interests allows you to learn and get a feel for things outside your comfort zone. Last summer I worked in the curatorial department at the National Museum of American Jewish History (NMAJH). I would definitely recommend the museum to any Penn student as it was a great experience for me. Working at NMAJH requires a keen eye for detail and good research skills. You could be asked to research obscure historical figures for future exhibits or to measure artifacts being added to the collection. There are so many different things you learn to do through this internship and you really get an understanding of how museums and non-profits in general function behind the scenes. Most importantly, you learn how to work in a dynamic office space and interact with co-workers in ways that will prepare you for most future careers.

*Sheridan Small (shesmall@sas.upenn.edu)*

I’m a junior in the College of Arts and Sciences majoring in anthropology and minoring in psychology. I am on the board of Clio Society (the Penn Museum club) and mentor kids in West Philly as a part of the Big Brothers Big Sisters program. I advise people applying to the program to start writing their applications early. Oftentimes the first draft contains a lot of good ideas, but multiple revisions can focus in on the most interesting, unique details. Being responsible for your work and deadlines is very important for being an intern at an institution like NMAJH because they treat you like any other employee. Being able to write well is an important skill they will look for. This program gave me valuable insight into how museums work in a way that visitors do not get. It gave me the chance to learn about every department in the museum, not only curatorial, which is where I interned. Because of this, I have expanded my vision of working in a museum and look forward to working in novel fields.

**One Art**

It is the mission of One Art Community Center to provide an inspirational space and programming which embraces and embodies positive values through the arts, education, cultural, and community engagement. Our programs facilitate holistic healing, foster environmental sustainability, cultivate collaborative partnerships, and promote collective growth and unity within the community. The summer season at OneArt
is a vibrant time hosting various interactive arts festivals, workshops, classes, concerts and other engaging and uplifting events.

Interns will have the opportunity to work with the director of the center as well as other dynamic members of the One Art family to do various projects including but not limited to:

- Researching, designing and creating informational signage
- Preparation of educational and promotional materials
- Coordinating community outreach projects/events
- Assistance with organization of membership and membership drives

**Penn Sound**

Annie Fang ([fanganni@sas.upenn.edu](mailto:fanganni@sas.upenn.edu))

I’m a sophomore in the College. Since coming to Penn I’ve been an active member of Penn Dance Company and the UPenn V-Day movement. I’m currently in a production of the play, Dry Land, being co-produced by the Penn Women’s Center. Last Summer I worked at the Kelly Writers House as a Sound Engineering intern for PennSound and the Wexler Studio through CURF. Since then, I've become a part of the official staff for the academic year.

Overall, I found the CURF application process to be very straightforward. There are so many different opportunities available that the best advice I can give is simply to choose something you may be genuinely interested in—it doesn’t necessarily have to be something you have experience with (in fact, it will be way more fun if you have no experience at all), but it should be something you are at least curious about (10 weeks is a long time, especially over the Summer). Be honest in your application—while I had programming experience going into my internship, I didn’t know much about sound engineering at all. Remember that these internships are specifically designed for you to learn something new in a setting focused on the Humanities, so interest and a willingness to work and learn are the most crucial things to have.

In any workplace, but particularly in the homey atmosphere of the Writers House, being able to communicate and cooperate with others was absolutely imperative. The technical skills, which in my case included HTML coding, sound studio set-up, and audio editing, are the last thing you should ever worry about—you’re there to learn! But it’s a lot harder to do that if you can’t work with anyone. Patience is also key. The reality of any job is that not every moment is going to be completely engaging. Those are the hardest and longest workdays, but they always eventually give way to the exciting ones.

My CURF internship not only led me to a job during the school year, but it also gave me life skills that I can apply every day. I feel more confident voicing my opinion to authority figures and more proactive when I don’t understand something. It’s also nice to feel a little more tech-savvy than I did before. Through this internship, I’ve been able to meet mentors who are happy to help me with both general life obstacles as well as academic concerns. Not to mention, I’ve made some really great friends who I still get the pleasure of working with every week.

If you do decide that a CURF internship is the way to go, I wish you the best of luck! You won't regret it.

**Philadelphia History Museum**

Caitlin Doolittle ([cdoo@sas.upenn.edu](mailto:cdoo@sas.upenn.edu))

I am a junior in the college studying History with a concentration in American History and a minor in Gender, Sexuality, and Women’s Studies. I’m from Philadelphia originally, which is part of why I was so interested in an internship at the Philadelphia History Museum. The application process was relatively smooth, and (especially compared to many experiences people have with OCR) not too stressful. If you are passionate about the work you would be doing I think that will really come across in an application and interview. In terms of my specific location, I think that it’s important to have a lot of flexibility in what you are doing. At a museum as small as PHM is, you will likely be responsible for a lot of different things throughout your time there, and it’s important to be willing to try new things and learn and feel confident in doing that. The staff is all wonderful and want to help you grow, and as such are a delight to work with. I think working at the museum has given me a lot of
knowledge about how to talk about history in an educational setting, which will be very influential for my future as a teacher.

Philadelphia Museum of Art
Adrienne Bell-Koch (beadri@sas.upenn.edu)
I'm a senior majoring in Visual Studies and I worked with Teacher Programs in the Education department at the PMA. When applying to the PMA internship program, make sure to give yourself plenty of time to write because you have to submit applications through CURF and the PMA. Also, decide which departments you would most like to work with before you begin. They are looking for motivated, organized, professional people, who share their passion for art. I gained so much from this internship, not least of which was a new friend, my supervisor in the Education department. If you are interested in museums, you get the opportunity to hear from everyone who works there, and they are more than happy to have a 1:1 conversation with you. This is a perfect way to be introduced to the Museum field and begin a career.

Alaina Bailey (albailey@sas.upenn.edu)
I'm a senior in the College studying Fine Art. Last summer I had the amazing opportunity to intern at the Philadelphia Museum of Art under the Summer Humanities Internship Program. The application process was smooth--after submitting my application, I was offered a one on one interview with a member of the education staff. I was able to ask questions about the internship and talk about my resume. I was selected to intern in the Retail department to help their new ecommerce website project. Using my graphic design and photography experience, I was able to develop the photography studio as well as assist on various office projects. After the internship, I stayed on in my department through the semester to see the website project through.

University Archives and Records Center
Grant Kleiser (kleiser@sas.upenn.edu)
I am a current senior majoring in history and international relations, focusing on European history. I was lucky enough to intern at the Penn Archives and Records center last summer. My advice on the application process is to try to learn as much as possible about the places you are applying to online, and integrate that information well into your application. Second, I would try to convey as much enthusiasm for the work they do and try to explain what experience you have that might help them in the internship. Specifically for my internship, I think the skills necessary are some ability (and interest) to research and write about history, as well as the organizational skills to catalogue important archival records. Finally, this internship allowed me to write a long research paper that I will be using for my writing sample for PhD applications in history. It also gave me a valuable experience in how to use archival sources to do research, as I hope to continue doing this type of study in the future!

University of Pennsylvania Art Collection
Lindsey Chambers (lchambe@sas.upenn.edu)
I am from Mankato, Minnesota, and I am currently a junior majoring in Architecture, with a minor in Art History. I decided to apply to the CURF internship with the Penn Art Collection because I had always been interested in arts organizations, and I thought this would be a great way to get more experience working with art objects. If you also love art and would like to get more experience working directly with art objects, then this is the internship for you. Emphasize your passion in your application essay, and be sure to articulate the specific skills and experience you will bring to the job. Other skills that were useful to the job are a solid understanding of Excel and Adobe Photoshop. As the Collections Intern, I also found that it was advantageous to be outgoing and willing to make calls to the Art Liaisons for Penn. It made completing the Inventory of Penn's art objects that much faster when you were willing to be persistent. For me, I also think I would have to recommend to applicants that they always ask questions, and really study the art collection. The job can be so much more than just doing the Annual Inventory. My favorite part of the job was going through different Penn buildings, photographing the art, and then going back to the database and finding out that I had found pieces that were previously noted as missing. Another one of my favorite tasks was organizing the file storage, so I was able to go through the cabinet and look at all of these beautiful prints that the Penn Art Collection owns. After this
experience, I feel like I have gained a lot more knowledge on art in general, and I have also learned about some of the procedures of an arts organization. This has made me very aware of all the art that surrounds students on Penn’s campus, and I feel thankful to be at a university that has developed such an extensive collection of art.

Andrew Park (parkan@sas.upenn.edu)

A little bit about me: I’m in my junior year, majoring in art history and minoring in environmental science. I also play in the Penn Band and the chamber music program. I’ll admit, at first I was unsure about interning at the Penn Art Collection because I wasn’t entirely aware of what it is or what it does. After having interned there this past summer, however, I can say that it was a thoroughly enjoyable and educational experience with great people. I was given the opportunity to immerse myself in a research/cataloguing project concerning 19th century photographs that belonged to Dr. Thomas Evans, a benefactor of our Dental School. On a more general level, I got a feel for how a small number of people go about managing thousands of artworks. This experience is essential for anyone interested in working in the arts, and it boosted my confidence in this area. Strong writing skills, organization, and curiosity are most useful for the kind of work that the Art Collection does. For those applying, I’d advise you to show your genuine interest in understanding the art we have here on campus and to visit the Arthur Ross Gallery.

University of Pennsylvania Museum of Archaeology and Anthropology

Julia Chatterjee (chajul@sas.upenn.edu)

I’m a senior in the College double majoring in Near Eastern Languages and Civilizations and South Asian Studies with a minor in Linguistics. I study the interconnections of ancient civilizations of Asia through the analysis, translation, and interpretation of ancient texts. Through SHIP, I have worked as a Babylonian Section and Exhibits intern at the Penn Museum. My internship work dealt with contributing to the Electronic Pennsylvania Sumerian Dictionary project as well as translating administrative texts dating back to the 4th millennium BCE. I also worked on the organization and selection of artifact and textual content of the Middle East and Writing Galleries.

The application process is extremely straightforward. Your application should emphasize your interest and your applicable skills. I highly recommend meeting with the supervisor of the program before the deadline to ask about the work you will be doing in more detail. It helps to have taken a course relating to the subject of your internship work, but it is not required. For the work I did, it was necessary to be proficient in Microsoft applications. It was also useful be familiar with wordpress and text editors but not required.

Through my internship work, I have been able to participate in a digitization project and contribute to museum galleries. Digital Humanities has gained a lot of momentum in recent years as technological advancement provides us with quantitative methods of analyzing vast amounts of data. In the future, I hope to work on similar projects that will revitalize interest in ancient civilizations through modern technology. As for my experience with the museum galleries, I have honed skills for organizing and presenting information to a public audience. One day, I would like to be a professor and, as such, being about to present material in a cohesive way is a necessity.

Lena Greenberg (lenagree@sas.upenn.edu)

I’m a double major studying Linguistics and Near Eastern Languages and Civilizations. My internship last summer in the Babylonian Section of the Penn Museum allowed me explore topics I was already interested in from a different angle. For while I had been, and continue to be, focused on Arabic and the recent history of Middle East. My work with cuneiform Sumerian texts taught me more about the Ancient Middle East (particularly Iraq) and the languages spoken there, which helped me gain a deeper and more nuanced understanding of the region’s linguistic and cultural heritage. On a more pragmatic level, my job also required learning how to use specific computer programs, which gave me the opportunity to develop technical skills I wouldn’t have acquired otherwise. In general, my internship was a fascinating educational experience and I would highly recommend it to all students who are interested in language, history, culture, or museum studies. However, in crafting your application, think not just about what you’re interested in, but how the internship might broaden your interests and your skill set and why this is important to you. Also, bear in mind that certain attributes that are important in any job, such as being patient, careful, and staying focused, are
particularly important in the Museum where you are always surrounded by valuable and fragile objects — but this is also part of what makes the environment such an exciting one to work in!

Carolina Hernandez (hcaro@sas.upenn.edu)
This past summer I had the privilege to work as the intern on the Asian Gallery Redesign Project at the University of Pennsylvania’s Museum of Archeology and Anthropology. I was tasked with developing the themes for the redesign of the Asian Gallery which would be centered around the museum’s superb collection of Buddhist art and material culture. Throughout the summer my role expanded beyond basic research and thematic conception to include tasks necessary to improve our knowledge of the collection. I was taught how to handle objects, use and update the museum’s database (EMU), and photograph objects in order to take on projects such as cataloging and photographing the entirety of the Alexander Scott’s expedition material. The entirety of my experience at the Penn Museum was immensely eye-opening and informative. My supervisors gave me the opportunity to actively engage in the running of the museum and the collection, participate in meetings concerning various different matters, and answered any and all questions I had concerning my interests in Buddhism, museums, and cultural heritage work. Not only was the support from the museum’s administration excellent in fostering a robust work environment, but the insight and companionship from my intern class was also a vital part in making my experience interning at the museum an educational one. Moving forward, I was invited to continue being a member on the Asian Gallery Redesign project and I plan on continuing my work with them while also pursuing my own thesis work that was inspired by my work with this gallery. I also look forward to applying to graduate programs in the field of Museum Studies and Cultural Heritage with the help of my museum supervisors and academic advisors.

Marie McFalls (mariemc@sas.upenn.edu)
I am currently a sophomore in the college most likely majoring in the History of Art, with a minor in Consumer Psychology and French & Francophone Studies. I entered Penn interested in Classical studies, specifically focusing on Mediterranean archaeology. Further into my freshman year my primary focus was the legal system and policy surrounding the repatriation and international sale of artifacts. When I applied to the Penn Museum, my main objective was to gain an understanding of how American museums manage and present collections. Since that internship, I have now decided to move more into the realm of the objects themselves rather than the legal framework surrounding them.

In terms of the application process to the Museum, I would guess my application was selected because of its unusual angle and my recommendations. Many of the other interns were more directly interested in museum work and anthropology, but I was one of the few interns who chose to focus on the international side instead. I had also formed a relationship with my Mediterranean Archaeology professor (Tom Tartaron) from attending his office hours, and he sent in a recommendation as well.

The position I received was in the Academic Engagement Department documenting the Wanamaker Bronzes (replicas of bronzes recovered at Pompeii and Herculaneum). Because the collection records had not recently been updated, organizational skills were as important, if not more important, than familiarity with classical iconography. Additionally, a large part of adding the collection online was photographing the pieces, so familiarity with professional grade cameras was useful. Towards the end of the internship, I also worked on creating lesson plan templates that could be offered to Penn professors.

For me, the program revealed that I did not want to be involved in museum work as a career. However, I think someone who enjoys working closely with a specific collection and has an attention to detail and managerial skills could be very well-suited. The internship gave me insight into working in an archaeological museum, as well as advancing my professional and organizational skills. I left the internship with a greater ability to work efficiently, give presentations, and handle collections and large amounts of material in general. Good luck!

Marisa Reeves (reevesm@sas.upenn.edu)
I transferred to Penn last year and am currently a junior majoring in Anthropology with a concentration in archaeology and a minor in Near Eastern Languages and Civilizations (NELC). The application process is relatively easy. Just make sure to apply as soon as possible and that everything is filled out to the best of your
One skill in particular that I find important to be an intern in Collections at the Penn Museum is to handle anything and everything with care and respect. An artifact could be very stable but it still needs to be handled properly. Another important skill is being able to pay attention to detail, as describing artifacts was part of this internship. This program has confirmed my desire to work with artifacts. This is very relevant as I am concentrating in archaeology and artifacts are central to this sub-field of Anthropology.

University of Pennsylvania Press
Alex Anderson (andalex@sas.upenn.edu)
I am a junior in the College majoring in Comparative Literature. I spent last summer interning for the Editing and Marketing departments at the Penn Press. To submit a successful application, you should dedicate serious time and thought to the personal statement. Use it as a place to reflect on what matters to you and why your background qualifies you for the position. Talk about what you hope to get out of the internship. What does your future look like? How will SHIP help you reach that goal? Your answers can be vague, but it’s important to connect the present with the future. As for required skills, adaptability is key. You should also be flexible because you’ll be introduced to a lot of different tasks in rapid succession. I never felt overwhelmed because the Press staff was really very friendly, but you should be prepared for whatever gets thrown your way. It was nice to spend last summer at the Penn Press because it showed me there are options for someone with a humanities BA. Although I’m not sure I’ll go into publishing, I’m glad to have had the professional experience. I learned a lot about things I love (books) while working alongside enthusiastic, encouraging people.

Emily Chisholm (emchis@wharton.upenn.edu)
I came to Penn originally in Wharton. I added an English degree in my junior year and it was the best decision I ever made. I am originally from Tampa, Florida, but I will be moving to Boston upon my graduation in December to start a job in sales and marketing. The application process really entails one thing: picking a job you genuinely want. Chances are if you’re applying you’re good at writing, so just make sure your reasons for applying and your intentions in the position shine through. At Penn Press, you have to be ready to listen and stay organized. We aren’t all used to things being run almost entirely on paper, but at Penn Press everything important will be handed (not emailed) to you. A high esteem for academic writing is a plus because then you will feel more engaged with the work and learn a lot about the industry. I am so glad I spent the summer at Penn Press. I got a chance to see what a job in that field entails, meet some great people, earn some money and develop organizational skills that I will carry with me. The culture is a friendly, caring one, and that was really nice to be around in a time when we think of an office as synonymous with a cutthroat attitude. Working there gave me a glimpse into the bustling world and process of publishing in a way very few places could.

Claire Daly (dalyc@sas.upenn.edu)
I am a Junior in the College, studying English and Philosophy. I am currently studying abroad in London, but when I’m at Penn I play for the Women’s Ice Hockey team and I am on the BFS Advisory Board. I think for the application essay it is important to convey both why you want the internship and how your previous experience would help you succeed at it. I emphasized that I wanted to learn all that I could about academic publishing and highlighted how my work study job and past internships had given me skills that would be applicable. Attention to detail was one of those skills, since part of my job at Penn Press was to format manuscripts, which could be tedious but was very important. Communication skills were also required, as I emailed authors on behalf of the Press and had to be professional in our correspondence. Ultimately, my internship gave me a very clear idea of how an academic publisher operates, so if I decide to go into the field after graduation I will have a good foundation of knowledge.

Darby Mason (darbym@sas.upenn.edu)
I’m a junior English major, Legal Studies and History minor, and a captain of the Penn Women’s Soccer team. I initially applied for SHIP with an interest in Penn Press, mostly because I thought it would be a good opportunity to get some experience in an industry that I could see myself working in. I’ve always been passionate about books, and my academic course of study pretty much requires that I’m reading and writing 24/7. With my soccer commitment, I was never able to really do much extracurricular writing during the school year, which I really tried to emphasize in my application. I just wanted the reader to get to know me, my passion for reading
and writing, and my desire to take the soccer-free summer opportunity to get some experience in a field that I
was interested in, but had never been able to actually pursue.

I ended up having an incredible time at Penn Press. I worked in the Marketing department all summer, writing
copy (book summaries, compiling author bios, reviews, etc.—basically everything that goes on a book jacket),
compiling email marketing data, helping with an evergreen social media project, contacting authors and
journalists as potential reviewers, creating advertising pamphlets, and other odd jobs. The position obviously
required solid reading comprehension and writing skills—there was a lot of pulling information from different
sources and compiling into a coherent written work—but I think a real key skill to enjoying the work is a desire
to learn. I was working with scholarly books that tackled Robert McNamara, the U.S. Secretary of Defense under
Kennedy and Johnson, to a book about Romanos the Melodist and his sixth century hymns. It was really
incredible to be able to work among such accomplished scholars, and being able to see the process through
which their work is brought to fruition was a unique experience. Additionally, there was a great deal of
collaboration within the marketing department, so communication and feedback (giving and receiving) skills
helped immensely.

Everyone I came into contact with at the Press, throughout every department, was so committed to making
the internship a learning experience. “Please let me know if you have any questions!” was arguably the most
frequent phrase I heard over the summer, which just goes to show how supportive and conducive to learning
the environment was. Though I concluded that academic publishing wasn’t exactly the pace I was looking for
in a career, I was able to get some crucial experience in the publishing world, and I’m currently interviewing for
trade publishing internships, which I wouldn’t have been in contention for had I not had my experience at the
Press last summer.